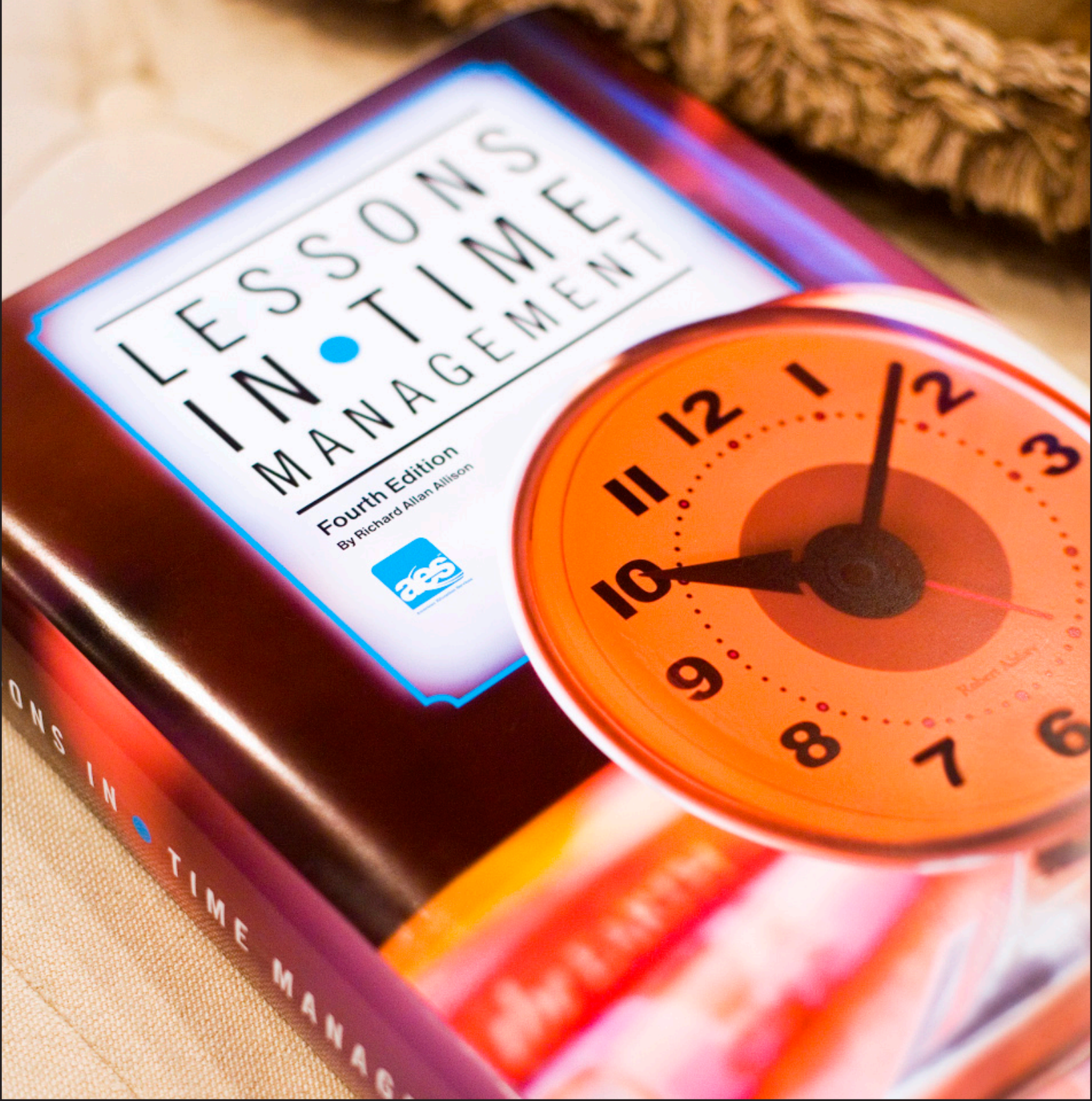


PRESENTER'S GUIDE

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Time Management Presenter's Guide

Time Management, the fifth module of the Financial Wellness Curriculum, is designed for students in their first through fourth year of college. Each module and presentation can be used as an independent topic or can be combined to create a more in-depth seminar.

This presentation outlines the relevant information students need to understand to manage their time wisely and organize their day. This presentation also offers tips on staying motivated and overcoming procrastination. It is intended to stimulate audience participation and interaction.

Objectives:

- Teach students that effective time management allows them to be in control of their life through planning and organization.

Enhancing the Presentation:

Outlined below are notes to accompany each topic, sample questions and activities to engage the audience, as well as information about online resources and available handouts. In addition, we have provided suggested slide transition notes to assist you in moving through the PowerPoint. The presentation will take approximately 45 minutes.

Materials Needed – Flip chart or black board, internet access, an LCD projector and printed copies of the student workbook.

Title Page (SLIDE 1)

- Explain:
 - Time management enables you to be successful in school and still have time for all of the other things you want to do. It is as much a stress management tool as an organizer.
 - Time management is the process of planning the best way to achieve goals in the most effective and efficient means possible.
 - Explain to students that we know many of them are procrastinators when it comes to completing school assignments. However, learning to better manage their time will help them improve their study habits and find greater success in their schoolwork.
 - Time is a limited commodity, only individuals can decide on how best to spend it.

SLIDE TRANSITION: TODAY WE ARE GOING TO SHARE SOME OF THE TIPS AND TECHNIQUES THAT WILL HELP YOU DE-STRESS YOUR EVERY DAY LIVES AND MAXIMIZE YOUR TIME. TIME MANAGEMENT ENABLES YOU TO HAVE A PLAN FOR EACH DAY, WEEK, OR MONTH. BEING ORGANIZED AND ON SCHEDULE WILL HELP YOU TO FEEL IN CONTROL AND RELIEVE THE STRESS THAT COMES ALONG WITH HAVING A HECTIC AND UNORGANIZED LIFE.

Objectives (SLIDE 2)

- Review the objectives.
- Be sure to explain there is not just one right way to manage time. However, it is important to identify time wasters and develop a plan to make good decisions about how to use time.

SLIDE TRANSITION: THE KEY TO EFFECTIVE TIME MANAGEMENT IS LITERALLY BEING YOUR OWN BOSS. BY DEVELOPING YOUR TIME MANAGEMENT SKILLS YOU ENABLE YOURSELF TO MAKE THE MOST OF YOUR TIME AND INCREASE YOUR EFFICIENCY.

Time Management (SLIDE 3)

- Review slide